

## **ITAS - Integrated Time and Attendance System**

### **Logging On - A Quick Reference Guide**

The follow information is designed for new ITAS users both as Employee or Leave Approving Officials. Follow the steps below when first logging onto ITAS and/or keep this sheet as a reference if you are not a frequent user.

#### **Logging On to ITAS**

- Open Netscape or Internet Explore (Browser)
- In Location/Address, type: <http://www.hrs.psc.gov> - press enter
- The PSC Homepage will appear - click on Time and Attendance.
- The ITAS Homepage page will appear.
- Click on ☀ IHS Employee or ☀ IHS Leave Approving Official  
(note: if your screen is set at 640 x 480 using your scroll bar, scroll to your far right)
- Login ID (SSN: no dashes) - press TAB or move the cursor with the mouse.
- Password. The first time you login to ITAS enter the password “newuser” press enter.  
(note: passwords are case sensitive)
- ITAS immediately requires you to change your “newuser” password to a unique password.
- Type your current password “newuser” in the “Current Password box”.
- TAB or mouse click in “New Password box” and type in the new password you wish to use with ITAS. (note: select a password that is six to eight characters in length)
- Re-Type your new password to confirm.
- If you have any problem contact your local ITAS Coordinator.

#### **Forget Your Password**

- If you forget your password, see your Timekeeper or ITAS Coordinator who will reset your password back to “newuser”.
- Log on using your Login ID (SSN) and Password “newuser”. ITAS immediately requires you to change your “newuser” password to a unique password.
- Type your current password “newuser” in “Current Password box”.
- TAB or mouse click in “New Password box” and type in the new password you wish to use with ITAS. (note: select a password that is six to eight characters in length)
- Re-Type your new password to confirm.

Refer to the Quick Reference Guide on performing the Employee, Leave Approving Official (LAO) functions. If you require additional assistance using ITAS, contact your local timekeeper or ITAS Coordinator each Service Unit has one.